

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to the current downsizing of our company, we must immediately terminate your employment effective [Termination Date]. This decision is a difficult one and is a result of [brief reason for downsizing, e.g., economic changes, restructuring, etc.].

Your contributions during your time with us have been greatly appreciated, and we wish you success in your future endeavors.

Please arrange to return any company property in your possession by [return date] and feel free to reach out to our HR department with any questions regarding your final paycheck and benefits.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]